



# Northern Illinois Football Conference

## Bylaws

revised February 17, 2014

## **ARTICLE I NAME**

**Section 1:** The name of this organization shall be the "Northern Illinois Football Conference," hereinafter known as Conference.

## **ARTICLE II PURPOSE**

**Section 1:** The purpose of the Conference is to develop student athletes with an emphasis on both scholastic and athletic development by providing youths the opportunity to engage in structured physical activity and healthy competition with proper training under proper supervision and with adequate equipment (as evidenced in the current Rules & Regulations). The Conference strives to educate youth through tackle football in proper moral, mental, and physical values and, above all, sportsman-like conduct both on and off the playing field.

## **ARTICLE III MEMBERSHIP**

**Section 1:** A member of the Conference is an organization in good standing through the payment of dues and whose participating youth, coaches, representatives, and sponsor(s) meet all of the requirements of the current Rules & Regulations.

**Section 2:** Admission to the Conference shall be by written request presented in person by a designated organization representative or sponsor. Each petitioning organization shall provide the team name(s), colors, and playing site, and show evidence to be able to meet the current Conference Bylaws and Rules & Regulations to be approved by a two-thirds majority vote of the Conference members present.

**Section 3:** Each organization shall provide a list of three representatives who will be entitled to attend Conference meetings. Advance notice, no later than 1 week, must be given to the league Commissioner or Vice-Commissioner for any attendees not designated as one of the three organization representatives to attend the Conference meeting.

**Section 4:** Each organization is entitled to one (1) vote. Voting privileges commence following the probationary period.

**Section 5:** Each organization is required to pay an entry fee, in accordance with the Rules & Regulations. Any organization not meeting these requirements is considered ineligible for the coming season. If an organization is unable to pay the entire entry fee or any part thereof by the deadline established in the Rules & Regulations, such organization may petition the Conference for an extension, not to exceed 30 days.

**Section 6:** Each organization shall comply with the current Bylaws and Rules & Regulations.

**Section 7:** Each organization must have a playing site that meets the following requirements

- a) Officially marked playing field
- b) Safe playing area
- c) Game clock
- d) Scoreboard
- e) Bathroom / Port-O-Let on site (10/APR/2007)

## ARTICLE IV OFFICERS AND DUTIES

**Section 1:** The officers of this Conference, hereinafter known as the Conference Committee, shall be the Conference Commissioner, Vice-Commissioner, Treasurer, Secretary, and Standings Coordinator.

The conference committee shall be elected by general Head Representative vote in the March meeting. Nominations will be accepted in the February meeting as the last item of the agenda prior to adjournment. Every member organization in good standing will have one (1) vote to be cast by the head representative for that organization.

The term shall be three (3) years. There will be a cycling number of seats available yearly in the following order: 2, 2, 1.

Guidelines for nominees:

- Nominees must be from NIFC member organizations in good standing.
- The nominee should not be the president of their organization.
- Nominees must accept the nomination in person or in writing upon nomination.

Votes for individual nominees will be cast by paper ballot. The current secretary will distribute the ballots, collect the ballots, and tally the results. The results will be verified by another member of the Conference Committee and then be presented.

In the case of a tie, the Commissioner will either: a) poll the Conference Committee for a tie-breaker, or b) open the floor to discussion and then call for a re-poll.

The new conference committee shall call an executive meeting immediately following adjournment of the league meeting to reorganize as necessary. Only Conference Committee members with 2 or more years of service on the Conference Committee are eligible for the positions of Commissioner or Vice-Commissioner. The secretary shall record and distribute the results in the minutes for the league meeting.

**Accountability:** Conference Committee members are obligated to follow the intent of the Conference Documents. Intentionally disregarding the intent is grounds for removal from office. (10/Apr/2007)

**Section 2:** The duties of Conference Committee members includes but is not necessarily limited to:

- Motion and vote on any changes to the Bylaws
- Uphold the Conference Rules & Regulations and Bylaws (hereinafter known as the Conference Documents) as well as their intent
- Fulfill other duties as defined within the Conference Documents

**Section 3:** The Conference Commissioner shall call and preside at all Conference meetings, as well as appoint and oversee all committees as necessary.

If the Conference Commissioner is unable to attend any Conference meeting, the Vice-Commissioner shall oversee the meeting. In the event that neither the

Conference Commissioner nor Vice-Commissioner are able to attend, the meeting shall be rescheduled within 1 week of original meeting date.

**Section 4:** The Vice-Commissioner shall fulfill the obligations of the Commissioner at meetings in the absence of the Commissioner.

**Section 5:** The Treasurer shall be in charge of all funds and payment of all expenses incurred by the Conference, and shall prepare a financial statement and budget for the Conference

**Section 6:** The Secretary shall record and distribute in a timely manner the minutes of all regularly scheduled meetings. The Secretary shall maintain and provide to Conference Committee and Head Organization Representatives all records for the function of the Conference, including but not limited to: the Conference Documents; a list of all appointees, organization representatives, and coaches of the individual teams; insurance documents; rosters. He/She shall assist in scheduling regular season games and Championship games.

**Section 7:** The Standings Coordinator shall provide weekly standings to Head Organization Representatives during the season. He/She shall schedule regular season games and Championship games.

## ARTICLE V MEETINGS

**Section 1:** The Conference year will begin at the January meeting and conclude on Championship Day.

**Section 2:** Conference meetings shall be held, at a minimum, prior to the beginning of start of practices, prior to Playoffs, at the conclusion of the season, and a spring meeting. The Conference Commissioner, with adequate notice, has the discretion of scheduling additional meetings as required.

- A. The desired dates would be November, January, April/May and August of each year for the following main purposes:
- a. November: post season review
  - b. January: rules, regulations and other Conference changes as well as preliminary schedule review and new Conference organization proposals.
  - c. April/May: solidifying rosters and schedules
  - d. July: for coaches and pre-season discussions.

**Section 3:** The following addresses changes in organization representation at conference meetings:

- A.** When a change in representation is anticipated, the organization will appoint a representative and notify the Conference Commissioner and/or secretary/treasurer prior to the next meeting.
- B.** Notification of replacement must be submitted in writing to the conference prior to the next scheduled meeting.

## ARTICLE VI POLICY

**Section 1:** All policies/bylaws regarding this Conference and its members shall be approved by the Conference Committee.

**Section 2:** All members of this Conference shall abide by the Code of Conduct established in the Rules & Regulations

**Section 3:** The Conference *Commissioner* is responsible for handling all protests of games and disputes. *If necessary, issues that arise and require a conference vote will be handled at the next available meeting.* Once voted on by the Conference members, all decisions are final. All protests must be made to the Conference *Commissioner* or *Vice-Commissioner* within forty-eight (48) hours from the date and time of the incident and submitted in writing at the following meeting.

**Section 4:** A quorum shall consist of seventy-five (75) percent of all Conference organization representatives.

#### **ARTICLE VII PARLIAMENTARY PROVISIONS**

**Section 1:** "Roberts Rules of Order, Revised" shall govern all procedures of this organization, except when inconsistent with these Bylaws.

#### **ARTICLE VIII BYLAWS ACCEPTANCE**

**Section 1:** These Bylaws must be accepted by seventy five percent (75%) of the quorum.

**Section 2:** Any additions or amendments to Bylaws must be accepted by 75% of the Conference Committee.

#### **ARTICLE IX DISSOLUTION OF CONFERENCE OR ORGANIZATION**

**Section 1:** Any Conference member and/or representative leaving the Conference shall forfeit any and all presumed rights and claims to any and all assets, funds, and/or property of the Conference.

**Section 2:** Revocation of membership of any organization or the dissolution of this Conference requires an affirmative vote to revoke/dissolve by seventy five percent (75%) of the full Conference membership. Members will be notified of a revocation/dissolution proposal by registered mail. All votes are to be submitted in writing, either at a Conference meeting specifically called to decide a revocation/dissolution proposal, or by registered mail.

**Section 3:** In the event the Conference is subject to an affirmative dissolution vote, any and all funds or outstanding financial responsibility of the Conference on that date will be equally distributed between all remaining Conference members.

## Bylaw Agreement / Accountability Form

By Signature below:

Each Head Organization Representative agrees to and will be held accountable to comply with these current Bylaws for the "Northern Illinois Football Conference". Each Head Organization Representative also assumes responsibility to assure that all respective coaching staff and appropriate personnel read and comply with these current Bylaws for the "Northern Illinois Football Conference".

Organization \_\_\_\_\_  
Head Org. Rep. \_\_\_\_\_ (*Printed*)  
Head Org. Rep. \_\_\_\_\_ (*Signed*)  
Date: \_\_\_\_\_